



Oklahoma Lottery Commission

Energy Efficiency and Conservation Plan

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Agency Contact Information

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Energy Efficiency and Conservation Plan

The Oklahoma Lottery Commission (OLC) is committed to the stewardship of resources to make state government and its public sector partners an example to the citizens of the state. OLC will pursue energy efficiency and conservation by practices that are set forth with building management, in the utilization of vendors that have recycled items that meet our needs, purchasing recycled items for use as office supplies, continuing to investigate purchases to see if recycled items are available while conserving energy internally, and establishing best office practices to ensure time and fuel efficiency. OLC will be pro active in keeping our retailers and players up-to-date on the activities of the lottery and their promotions by utilizing emails and website information and will work to minimize mailings.

The purposes of OLC's Plan are:

- To address issues to make OLC's programs and activities more sustainable.
- To document OLC's leadership and commitment to improving the environment by more sustainable practices

OLC is organized into five primary operational areas. The department and their responsibilities are listed below:

- Executive – Executive Director, Internal Auditor, and Security
- Administration – Human Resources, Accounting, Procurement, Office Services, Retail Contracts and Information Technology
- Sales – Director and Sales Consultants who implement policies and procedures designed to improve sales and manage the retail network.
- Marketing – Director and staff who develop and implement marketing strategies, design lottery tickets, conduct promotional events, and coordinate website design and content.

Areas to set goals:

1. Share “Go Green Oklahoma” emails to all employees. Go Green Oklahoma is helping to reduce the carbon footprint by reducing paper consumption and citizen travel to government facilities.
2. Continue to use proper energy conservation procedures regarding use of power, paper and fuel.

Areas already utilizing energy efficiency and conservation:

Building/Building Maintenance – OLC currently rents property to house the day to day activities of the Lottery at 3817 N. Santa Fe, Oklahoma City, OK. OLC does not pay utility bills or maintain the grounds of this building. OLC has suggested to the building maintenance that we use recycled products in the kitchen and restroom areas. OLC does encourage all employees to be conscious of the need to conserve energy by turning off lights that are not required to be on 24/7.

Purchasing Procedures – OLC has established the practice of purchasing recycled products when those products are available, i.e. file folders, toner cartridges, calendars. OLC continues to research for recycle products. Recycled paper is used as long as it does not distract from quality of output.

Recycle – OLC does encourage all of its employees to recycle used paper as long as the information that is printed is not of a confidential matter. Recycle bins are placed in the office for used paper as well as locked boxes for confidential matter. All confidential matter is collected in locked recycle bins then sent to a private vendor who shreds the confidential matter for us.

Basic Office Procedures – OLC utilizes conference calls when possible to reduce the number of meetings that require travel and we conduct quarterly board meeting instead of monthly. OLC conserves on fuel by carpooling to special events that are out of town when practical.

Human Resources – Vacancies are announced and employment applications are offered online and we encourage applicants to utilize the internet to pursue employment with the OLC.

Public Relations/OLC website – Press releases are furnished on our website to announce what is going on with the OLC. The OLC has established a “Players Club” for players to receive via email the most up to date information on games and promotions or advance notice on a new game or promotion. The OLC has set up most game promotions so that they can be entered online instead of requiring players to submit entries by mail.